



Forest Heights Police Department Policy and Procedures Manual

Subject:	Manual System		
General Order No.	2016-1	Effective Date:	January 1, 2016
Chapter: 1	Section: 1	Number of Pages: 1	Replaces: All New
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A. Purpose

To establish and maintain a reference source regarding the Forest Heights Police Department (FHPD) policies, procedures and regulations that are applicable to FHPD employees.

Note: FHPD police officers are the only sworn employees for whom the policies and procedures contained within the FHPD Manual are applicable.

B. Policy

The policies, procedures and regulations in the manual system are for FHPD use only and do not apply in any criminal or civil proceeding. FHPD policies, procedures and regulations should not be construed as the creation of higher legal standards of safety and care in an evidentiary sense with respect to third party claims. Deviations from these policies, procedures and regulations may form the basis for FHPD administrative sanctions, a higher level of training, and/or new policy guidelines. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

C. Objectives

1. To maintain a one volume manual system:
 - a. that pertains to FHPD administrative functions; and
 - b. that provides information and guidance pertaining to line functions.
2. To provide all employees, with an on-the-job reference source of FHPD policies, procedures and regulations.
3. To issue a FHPD manual to sworn and civilian employees.

D. Responsibilities

1. The Office of the Chief will:
 - a. publish manual revisions as needed;
 - b. issue manual revisions under a general order number;
 - b. insure the printing and distribution of the revisions to FHPD employees; and
 - c. maintain a permanent file of all the manual pages that have been revised or discontinued.
2. Employees will sign for general orders under which manual revisions are issued and insert the revised pages or new chapters/sections in their respective manuals.
3. The Chief, or his designee, will review requests for copies of the manual from non-FHPD sources, such as, police departments, government agencies, attorneys and libraries and maintain a list of all non-FHPD recipients of the manual.